

**Miami-Dade County
Travel Authorized Signatures**

For Department/Agency: _____

Approved By: _____ Date: _____

DEPARTMENT DIRECTOR

Return by, Monday, September 26, 2005

Return to: Dania D. Timmons, Finance Department, 111 N.W. 1st Street – Suite 2620.

This travel authorization form lists the names of the individual(s) authorized by the Department Director noted above, to approve all travel related documents in his/her behalf. These individuals should be at the level of division directors or higher.

This authorization, unless amended, will be in effect for fiscal year 2005 – 2006.

This signature authorization form shall be retained in the Finance Department for audit trail purposes. Updates to this list are to be forwarded to the Finance Department at the above address.

The Department Director and all authorized signatures must comply with Miami-Dade County's Travel Manual Policy and Procedures and all Travel Administrative Orders.

The individual(s) listed below are officially authorized by the Department Director to sign Travel Requests and Travel Expense Reports for the 2005 – 2006 fiscal year ending September 30th, 2006.

<u>NAME</u> <u>TYPE OR PRINT</u>	<u>DEPT.</u> <u>NO.</u>	<u>DIV.</u> <u>NO.</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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